

ATTENDANCE REQUIREMENTS

Basic Training

Recruits enrolled in Basic Training are required to complete a minimum of 767 hours of training. Recruits may have excused absences from the course with the approval of the director of the certified school or his designee. Any excused absence will require training to be made up through additional assignment(s).

Professional Development

Students enrolled in Professional Development courses from the following Branches are required to attend all scheduled training:

- Advanced Individual Training
- Leadership Institute
- Skills
- Telecommunications

All absences from training must be approved by the section supervisor of the Professional Development course. Written notice shall be given prior to the absence, or in the case of unexpected absences, within twenty-four hours. A student must repeat a subject area in which ten percent or more of the area is missed, whether the absence is excused or unexcused (503 KAR 3:020). All absences require completion of a special project. Disciplinary action can occur as a result of an unexcused absence.

Telecommunications Academy

Trainees enrolled in a Telecommunications Academy are required to complete a minimum of 175 hours for agencies with a CJIS Terminal and 135 hours for agencies without a CJIS Terminal. Trainees may have excused absences from the course with the approval of their Director of the certified school or his designee. Any excused absence will require training be made up through additional assignment (s).